

Graduate Assistant of Campus Activities for Clubs & Organizations

Appalachian State University
Boone, NC



Position Overview

The Graduate Assistant of Campus Activities - Clubs & Organizations falls under the Division of Student Affairs. This individual will be a collaborative member of the Campus Activities team assisting with the development and coordination of intentional programs and events aimed at enhancing student engagement through participation in clubs and the Campus Labs' Engage platform. The Campus Activities Graduate Assistant, as an educator, works to provide direction for student learning, academic success, and engagement while assisting with the coordination of the advisory, supervisory, programmatic, operational, and administrative facets of Campus Activities. This position will also play a critical role within Campus Activities and the Division of Student Affairs to support students, staff, and faculty to optimize their utilization of the Campus Labs' Engage platform for organization management, communication, marketing, and accurate data collection.

Campus Activities Vision & Mission

Campus Activities facilitates transformational student experiences by creating a vibrant student life community where all students feel valued, connected, and successful. With our vision in mind, we are committed to the holistic development and success of all students, the cultivation of inclusive spaces and communities, and the fostering of meaningful relationships and lifelong learning. For more information visit campusactivities.appstate.edu.

Job Responsibilities

1. Advising

- Assist in the recruitment, hiring, training, and professional development of Club Council members
- Develop and foster a culture of leadership development among all Club Council members and Involvement Assistants including but not limited to retreats, training, on-site event support, and advisor relations
- Co-advise two of four Club Council committees; with the second GA and Assistant Director of Campus Activities
- Provide direction and support to all Club Council Committees
- Assist with the direct oversight and management of Club Council's budget, including \$70,000+ to be granted to Clubs and Organizations through Club Council's Finance Committee
- Assist with the direct oversight and management of Club Council's programs, developmental opportunities, Club Council's email, social media account, and marketing efforts

2. Supervision

- Assist with the recruitment, training, professional development, and direct supervision of up to 10 Involvement Assistants (student administrative assistants)
- Assist with schedule development and tracking employee hours
- Maintain and update the physical space as needed
- Encourage and support involvement assistants in developing new programs to invite students into the space and utilize provided resources
- Assist Involvement Assistants with space management, Club Hub & Campus Activities' email, and managing cash box/transactions

3. Programming

- Facilitates collaboration between Campus Activities and Club Council to assist with the planning and implementation of campus-wide events
- Assist with the planning and coordination of large-scale programming for the campus, including Fall and Spring Club Expos (campus-wide involvement fairs), Welcome Week events, Homecoming, CORE Conference/Town Hall, leadership development workshops, and Student Organizational Leadership Awards

4. Marketing

- Assist students in developing and maintaining a strong marketing and social media presence for clubs and organizations
- Promote the usage of Engage (Campus Labs) on campus
- Assisting students and the Campus Activities office with marketing initiatives
- Coordinate efforts to promote Campus Activities events and programs (including Club Council, APPS, and FSL governing bodies) across all platforms, including Engage, Social Media platforms, print, etc

5. Engage and Assessment

- Actively contribute to the overall management of Engage for student clubs and organizations with the Assistant Director of Campus Activities, Clubs and Organizations.
- Provide training, consultation, and support to students, staff, and faculty.
- Manage Club & Organization re-registration process each spring semester
- Manage a bi-weekly student organization newsletter, called Club Leaders & Advisors Newsletter, for all registered clubs and organizations' student leaders and advisors.
- Manage a campus-wide newsletter for resources, events, and news within Engage, called Engage Weekly, sent to all Appalachian students.
- Check and respond to the engage@appstate.edu email daily.
- Assist in managing Engage events, rosters, forms, etc. as needed

6. Campus Relations and Other Duties

- Attend Campus Activities Staff Meetings
- Represent Campus Activities on departmental and Division committees as assigned. Participate in staff development to enhance personal and professional development
- Partner with the Student Affairs Assessment Graduate Assistant by developing new programs to invite students into Club Hub and utilize provided resources
- Maintain confidentiality and security of sensitive data/information.
- Manage work-related communications, calendars, and documents within Google Suite.
- Opportunity to co-teach leadership courses within the Leadership Studies Minor

Requirements

- A bachelor's degree is required
- At the time of employment, candidates must be accepted into a graduate degree program at Appalachian State University

The ideal candidate:

- Has previous student activities or student leadership experience and knowledge
- Must be of good character and possess the willingness to be available to students
- Demonstrate a high level of responsibility, self-motivation, flexibility, and an appreciation for the confidentiality and security of sensitive information
- Strong commitment to diversity and customer service
- Understanding and ability to work with Google Suite
- Excellent (verbal and written) communication skills to be able to engage and accurately facilitate training in front of large or small audiences including students, faculty, and staff
- Ability to maintain a positive attitude when learning new skills and working with varied audiences
- An ability to work independently and as part of a team

Preferred Qualifications

- Prior experience with Campus Labs, OrgSync, or other organization management systems
- Previous involvement in and understanding of clubs and organizations
- Previous supervision experience
- Experience utilizing social media to promote events or programs

Hours

20 hours per week. Graduate Assistants are expected to work all University work days unless prior arrangements have been made with their supervisor and all job responsibilities are completed. Night and weekend hours are required at various times throughout the year.

- **Stipend:** \$9,000 per year (divided equally among the fall and spring semesters)
- **In-state tuition scholarship:** ~\$4,300 per year divided equally among the fall and spring semesters (final amount will be equal to approved in-state tuition)
- **Parking Pass:** \$204.00
- **Professional Development Funds:** \$300.00

Anticipated start date for this position is August 5, 2024

Resources

For more information please contact Jesse Vinson, Associate Director of Campus Activities, Clubs & Organizations at (828) 262-6252 or vinsonjp@appstate.edu. Applicants are encouraged to visit the following websites for more information: campusactivities.appstate.edu, engage.appstate.edu, and clubcouncil@appstate.edu